

**Minutes of CAST Board meeting held on Friday 10<sup>th</sup> March 2023  
at Plymouth CAST Office from 10.30am**

Attendees:	Andy Nicholls (AN)	-	Foundation Director (Chair)
	Ann Harris (AH)	-	Foundation Director
	Deacon Nick Johnson (NJ)	-	Foundation Director
	Steve Hole (SH)	-	Foundation Director
	Sandy Anderson (SA)	-	Foundation Director
	Graham Briscoe (GB)	-	Co-opted Director
	Sandy Brown (SB)	-	Co-opted Director
	Alison Nettleship	-	Co-opted Director
In Attendance:	Zoe Batten (ZB)	-	CEO
	Rose Colpus-Fricker (RCF)	-	COO
	Kevin Butlin (KB)	-	DoE
	Helen Brown (HB)	-	DSC
	Adrian Cojocar (AC)	-	Potential Co-opted Director
	Leah Paiano (LP)	-	Clerk
	Lynne Fletcher (LF)	-	NGA Governance Reviewer

<b>1. Welcome and Opening Prayer</b>	<b>Decision/ Action</b>
1.1 RO welcomed all to the meeting. LF attended via Zoom.	
AC introduced himself to the Board, detailing his previous professional experience and current membership of MATs.	
Those present introduced themselves to AC and LF.	
1.2 The Board approved AC as a Co-opted Director from 10/03/2023	AC was approved
1.2 The Board approved GB as a Co-opted Director from 10/03/2023	GB and ALN had their terms renewed
The Board approved ALN as a Co-opted Director from 19/05/2023	
<b>2. Apologies and Confirmation of Quorum</b>	
Apologies from KMB and JV. Quorum met.	
<b>3. Declaration of Interest</b>	
NJ – wife works for Trust	
JV – a number of CAST schools being funded by her Charity.	
Nothing further declared.	
<b>4.1 Minutes of previous meeting of 9<sup>th</sup> December 2022</b>	
Minutes approved as an accurate record.	Minutes from 9 <sup>th</sup> December 2022 approved
<b>4.2 Actions</b>	
Q. LCB – Governors? Trust Board are Directors. Governors at school level.	

A&R external member? Work to find one is ongoing but can be removed.

Q. St B funding, why still ongoing? A slow process, liaising with ESFA/DfE.

## 5. Chairs Business

- **Governance Review**

RO explained she and ZB had met with LF, all had the pen portrait. All confirmed LP to share emails with LF. LF to attend July meeting to provide feedback following the review.

- **CAST emails**

Only send emails to CAST emails, requirement for GDPR and privacy, FoI request and personal emails had to be redacted.

- **Director Reviews**

RO is looking at the reviews. Governance has changed, RO will contact all and review the process for next year.

- **Mentor for new Directors**

Mentor to be identified for AC and SB to liaise with.

## 6. CEO Report

Q. What proportion of teachers felt that providing information on transgender matters was part of their job?

75% of school leaders and 43% of teachers were positive in supporting transgender pupils. In Catholic sector, responding to the guidance of the Catholic Church.

National Updates - In relation to the survey results shown, can we know where CAST was in the scoring, assuming we submitted a response?

Q. In our Trust? Not something we have asked our schools for, a national survey which was completed at school level.

Q. Do we have a policy to say our teachers should be prepared to discuss? The RSE Policy gives clear guidance on how to cover these matters, Diocesan perspective has to be in relation to Catholic teaching and discuss with the Diocese and for CAST to put together a policy or statement. It is something that other Catholic MATs are reviewing. HB will put together information and will bring back to the Board.

HB to consider Diocese guidance and bring to the Board

I welcome the CATtColl initiative and particularly the inclusion of the four Catholic Universities. Will this improve our profile to emerging Teachers from this source?

ZB hopes so, it is the intention of the work. A medium to long term project, ITT (initial teacher training) is undergoing national reform, looking at a new model post 2024. Different routes into teaching, looking to engage with Catholic universities to ensure the route is robust and meets the needs of Catholic schools. ZB is working with the CES and other colleagues to look at the Catholic Certificate for Religious Studies (CCRS) which has not been reviewed since it was launched 25 years ago. Not all teachers have come through the Catholic universities, need to ensure CAST and the Diocese will support.

Q. Any work being done with the CCRS and the link to becoming a HT when you are non-Catholic? Need to be careful to uphold the Catholic mission and values, need to prepare leaders well, at the beginning of national work, how schools operate on the ground may look different to previous years, need to find good ways of protecting the Catholicity, but we cannot dilute this. HB confirmed it is exciting and is pleased that ZB will be working with the CES on the CCRS.

Q. Request that it is not limited to teachers, use the CCRS as an entrance to theology, interested in non-Catholics undertaking it, an entry level. Could lead to further products.

Q. Will the group eventually evolve into a Catholic 'Trade body' to which we subscribe, or are we contributing our CEO time for free? There is a need for professional generosity, collaborating to shape the system and ensuring fit for purpose now and in the future. CATtCOLL is a best practice group, the network collectively serves 90 000 children.

Q. Would give insights into what makes us different. Huge value in the networking.

Q. One of our aims, Goal 7, is to achieve PAN for our schools. The Market research report indicated that 26% of parents considered their options for 2-5 yr. olds. It also states that the primary selection criteria is based on where their siblings go to school. This indicates that we should be providing a pre-school to maximise attendance at our schools. In addition, it is clear that a large number of children are not ready for school at the age of 5, they still need toilet training, their vocabulary is very limited. Attendance at a pre-school would greatly alleviate these problems. It would also greatly enhance our ability to close the gap between Disadvantaged children and Non-disadvantaged children.

My question is thus – Should we as a Trust ensure that all our primary schools have a pre-school?

Market research has previously been considered to the Board. EY is ZB's passion but need to look carefully at the Trust estate, consider facilities and space within individual schools, need to demonstrate to LA there is a need for places and the local demand, need robust data to support this.

Q. Action plan for school by school? PS is gathering data across schools, and this is part of the work in the Trust Estates Strategy. Need the data in schools and to marry up with LA data, being considered strategically but not at the point of rolling out.

KB highlighted a number of provisions that have been brought in-house, looked at by the SIO Team and discussed at SELT. Have asked the questions of the HTs, other provisions locally, can't use GAG funding to support a pre-school.

Q. Do we have a strategic plan to achieve it, supporting the outcomes for children when they join earlier? SA would like it to be a strategic aim. ZB reiterated the importance of the budget, ESFA restrictions and how there must be a business case and support from the LA or it becomes a risk to the Trust.

Q. Drop of 13% in demand, contextual conversation in schools.

Q. Governance - is there a reason why the Director responsible for Catholic Life/Lead has not been part of the conversation concerning Canonical Inspection Criteria?

The meeting held with HB and ZB/RCF was an operational planning meeting. Canonical training is on the agenda for today, HB meeting with RCF and ZB to share the updates on the inspection framework to add to the new Schedule of Accountability, sharing information.

Q. What was the outcome of the grant application for St Mary's grant? Penzance Salix grant was successful. Bodmin was not successful as rated low on list of priorities. Boilers to be funded by capital works.

Q. CEO Report Business Overview - A decision on Salix PSDS3b funding application for St. Mary's Penzance was due end February, could we have an update please.

Successful, Trust is providing monthly monitoring reports, onsite meeting coming up, full tender process by TDA and in line with CAST policies and Salix conditions. First all-electric school.

SH flagged the legal responsibilities of the Trust regarding funding and will liaise with RCF outside of the meeting.

Q. It was agreed to report the vacancy position of the Trust to the Board, but I cannot see it? Data gathering by SBMs, information provided. 34 schools – 14 schools with teaching vacancies – 41% of schools. 20 schools 59% of schools. RCF detailed the schools with multiple vacancies.

Q. Vacancies – are they current and still in the budget being covered by supply? Crucial roles are being covered and some have ongoing recruitment.

LP to share data with minutes – Appendix 1

Q. Can we have an update on the status of the recruitment of the Reserved post vacancies please?

Autumn term 2022 – professional services of a recruitment agency to seek experienced Catholic leaders, Future's Education was chosen. Disappointing recruitment rates. RCF detailed the response rates and the outcomes of the recent recruitment and the changes to leadership from September 2023.

Q. Two major schools in the Trust, may need to look to reduce the workload of the EHT role. AN questioned the lack of Head of School in each school. KB explained the EHT would be known in both schools, the EDHT would be across both schools, back fill in both schools with DHT and AHT, thoroughly underpinned and the structure will be clear.

The Board discussed the differences in Head of School and Deputy Headteacher roles and how this matters to schools and parents. Need to be clear on roles and decisions to be taken.

Q. Recruitment is an issue across all schools nationally, does CAST have a plan about how to address this within internal structures? E.g. professional development to grow own leadership? Looking to individuals that are being developed underneath, discussing with Diocese in acting positions, moving staff and know who we can draw upon, limited in Catholic leadership but the Diocese are being supportive, looking to underpin the Catholic leadership and the RE in schools. Non-Catholic leaders can undertake adult formation program whilst in post. Need to approach staff proactively to

prepare them for moving into other areas. Need to consider what is in place for non-Catholic leadership in schools and the RE position in schools. ZB sees this an opportunity, should be drawing on our teams to be able to put people in post and ensure they have support and structures to grow, have a multi-layered approach by CPD, adult formation, NPQs, SIO Team support through coaching. It is about the people and how we grow and support them, EHT role gives the opportunity to grow and to succeed.

Q. Assess the potential of people to carry out a leadership role immediately, and in the future, trying to match the needs of the Trust. Always having people coming through the ranks, not a promise to have a leadership role but to have the preparation for a leadership role.

Q. Important to bring people in – rates advertised were two levels lower than agreed so immediately telling applicants paying less than the national rate. Why was the decision taken? Decisions taken were in line with Trust Pay Policy. We need to be mindful of existing pay bands for each school within our Pay Policy. The agency did speak to candidates regarding pay where queries were raised. These individual candidates then chose not to apply for other personal reasons.

Q. Relocation is a problem, helped with costs, should we be offering to help with relocation costs to a limit as need more people in the area? The Trust was prepared to offer a relocation fee but didn't put a figure on it.

Q. Essential to meet national levels. SELT can only follow the current Pay Policy to offer pay bands.

Q. Didn't expect the national pay bands, but not what we agreed. ZB explained that the pay bands were correct for the unit score for the band, advertised in line with Policy. For the right candidate could go above and the agency had clear instruction to highlight pay to CAST but not prepared to commit to figures with the agency.

Q. Difficulty in recruiting Catholic leaders is only going to get worse, if complete the formation training can it be made permanent?

Q. If appointing for two years, aspiring HT given the role, does a fantastic job, looking elsewhere as they know they can never be a HT in CAST, could lose staff by that policy.

The Diocese has been supportive in preventing that from happening but on a case-by-case basis. Have a non-Catholic HT in an acting position, RE and Catholic Life underpinned so Diocese gave permission to appoint but subject to a national recruitment drive. This is a not a precedent and is case-by-case process. Huge amount of work following the recent recruitment drives to secure strong leadership in schools from September 2023.

Q. Interested to know how many Catholic teachers working now can be fostered for the future. Have run a survey and will be able to report on that.

Q. Relocation is important, look at a holistic way and consider it internally, need a policy and can anticipate a budget, need to ensure loyalty is rewarded.

Q. Does the agency report on the number of Catholic applicants? Do know that information.

Q. Presbyteries are empty, could temporarily provide accommodation and would be in the Diocese interest.

RCF provided the Board with an update on school level leadership, potential options available, and ongoing and new recruitment drives.

RO highlighted the open discussion with the Diocese and how this is a real positive.

Q. Have we now got a plan to complete the spend of the £491k that must be completed this year? Allocated within the Estates capital plan.

Q. Living Wage. Where are we now on the process of paying the Living Wage as a minimum to our Staff? Harmonisation implemented and Living Wage to be considered in the 23/24 budget and brought to the Board.

Q. Industrial action by teachers- For the action on the 1<sup>st</sup> of February:

- Some schools are not on the list? (only 28 listed)
- Some schools are listed twice?
- Some schools have no teachers at all? (0 on strike, 0 not on strike)

Some schools provided the data after the report was completed and some schools not provided information.

Some schools submitted responses twice and there is new data to share with minutes. Some schools having no teachers – incorrect reporting by schools. Questions have been tweaked to prevent this happening again.

Q. Cleaning contract:

- Could we have an update at the July meeting as to whether the proposed improvements have been achieved.
- What are BCP schools?

Improvements have been achieved, Board is advised that a management meeting is being held next week to advise the MD if improvements are not achieved by end of March then breach of terms to be issued. AN

Confirmed that F&R monitor carefully.

Bournemouth, Christchurch and Poole Council schools.

Q. Under Board Goal 6. We were carrying out a survey on our Heads to establish what percentage of their time was being spent on the education of the pupils in their care, Has this been carried out? If so, what was the result. What percentage should we be aiming for? Yes, carried out, LP will share with the minutes. 24 school leaders, not just HT, so not a full dataset. RCF provided the headlines of the responses.

Q. What should we be aiming for? Discussed at SELT and will be ongoing.

Q. Concerned at lack of response. Survey was voluntary so not in a position to chase, need to consider wellbeing.

Q. If we want a return from them, shouldn't be voluntary.

Q. Will the responses have an impact on the individuals? Need to be mindful on HT, wellbeing is crucial, some HTs are also teaching.

LP to share new industrial action data with the minutes – Appendix 2

LP to share with the minutes – Appendix 3

Q. The more that the Board asks, someone has to do that work, when mandating the work is to be done, need to consider the burden on staff.

Q. Budget review. Surely £655k surplus is £120k worse than budget not ahead of budget as stated? The budget is in a worse position than planned, Harmonisation backpay is included covering two years. Discussed at F&R.

Q. OFSTED

- Congratulations on: Our Lady of the Angels 2xRI. to Good, Priory Torquay 2xRI. To Good, St Mary's Swanage RI to Good.
- What are the reasons behind: Cathedral Good to RI, St Mary's Falmouth Outstanding to RI?
- What impact will be a further RI to RI have at St Boniface.

KB thanked the Board for the congratulations and the staff success at St Boniface. Inspection highlighted the movement from deep special measures to requires improvement during leadership changes and a pandemic. Conversations to be held with the Regional Director but recognise the movement to RI, significant changes to leadership and the underpinning structure with two Heads of School being appointed, both schools will be full in September, a positivity around the schools.

Q. Good news will feed into previous decisions and is the report published? No, not received in draft form yet. The strength of governance was highlighted.

Q. Going to celebrate this? Celebrated with school staff, the school didn't receive the notification call and picked up an email at the end of the day. Two days on site were exceptionally positive, the team pulled together, the LCB, and the students. The HMI was complimentary on how the recent Safeguarding concern was handled by the school and the Trust. A long way to Good before the 18 month/two year inspection. GCSE outcomes are challenging, and this will be used by the next inspection.

St Mary's, Falmouth. Have never submitted a complaint to Ofsted previously but concluding one for Falmouth. Judgement is incorrect, feedback on final day at midday, extremely positive, no concerns, deep dives completed, most inspection activities completed, final team meeting two hours later had completely changed. Conduct of second HMI was appalling, 8 complaints from staff members. Different levels of the complaint about the judgement, conduct and process. Can't submit until we receive the final report and then five days. Draft report received last week. Final report will be next week and then submit complaint immediately which will delay publishing.

Q. Complaint or an appeal? Complaint against the judgement, will submit for QA review, but that will be an HMI reviewing the evidence, we want to review the evidence base but will be written to a RI judgement.

Q. Internal assessment? Good. During the two days of inspection, own judgement was Good based on the evidence provided on the day. 18 months ago, the school was inadequate, the HT has transformed the school. Moving back to substantive HT but nothing to do with this inspection judgement, the HT has achieved so much and the damage to the Team is shocking. Have since received more complaints from staff.

Notified of the inspection, strike day and then inspection two days after. Parent View survey was low, then into lockdown, parent perception never

recovered. Asking for confirmation as part of the complaint, that all Parent View responses were from parents of current registered children.

HMI Lead Inspector had inspected all other schools in Falmouth to Good, intake numbers for September are already low for September. When report is received, a written report to parents will be submitted alongside the report.

It is believed that HMI left headship in December, joined HMI in January and inspecting schools in February. Potentially had four weeks experience as an inspector, school left in December had declined.

Q. Right to have an external review but the damage to the school, careers and community is huge. Don't want the report to land publicly or professionally as a criticism of the EHT.

Q. Share the content of the complaint? Will do once submitted.

Q. CEO Report School Improvement Overview - St. Mary's Falmouth Ofsted outcome was RI from a previous position of Outstanding, but it is not on the list of 14 priority schools for SI. Is there a reason for this?

As discussed above.

## 7. Trust Estate Strategy

PS introduced himself for the benefit of LF and AC.

Looking to create a strategic document. PS talked through the document and was able show the huge amount of data he has available and highlighted an example that Holy Cross uses more gas than Notre Dame.

PS proposed an annual report to the Board with the appropriate level of reporting to F&R along with the Net Zero strategy.

ZB congratulated PS on his work, his commitment and how he sees the whole of the Trust's priorities.

The report is a draft report which requires input from RO and ZB. Propose to set up a working party of PS, RCF and ZB along with two Directors and can provide an update to the May Board meeting and a finished strategy for the July Board meeting, to support decision making.

SH volunteered to be part of the working party as this is his background. NJ is interested with a Laudato Si viewpoint.

PS confirmed there are appendices to the document to add, following discussions on Laudato Si, discussions with the Diocese, want to have a document with extended information in focussed areas.

Q. 12 months from a contract renewal from TDA? Two-year extension from that date.

GB also highlighted his interest in the working party.

Working Party to be set up to include SH, NJ and GB

Working Party update to the May Board meeting

Trust Estate Strategy to be provided to the July

Q. Trust Estate Vision – When will the next Trust wide condition survey take place? 2021 last data, 2024 tranches of three schools, a rolling program and will go to F&R for approval.

Board meeting

Q. Net Zero Strategy- When will key targets and milestones be identified? In 2022, a budget set aside. Niche area of expertise, meetings within the Trust to identify companies, full tender process is not possible. CFO has approved used enFrame and will benchmark against daily charges. The Trust will agree in advance the work and the cost. Board July 2023 meeting will contain a paper and/or policy for this work.

Paper and policy to July Board meeting on enFrame work and costs

RO echoed ZB’s praise and congratulations to PS.

PS left at 1.03pm

**8. Governance TIP Action Plan Review**

Review of the Board’s previous action plan. ZB, RCF and AH have updated the plan and including the actions identified by Directors through their reviews.

AH highlighted reasonable progress on the targets.

LP to share Governing Newsletter with Directors

RO queried the following: Governing Newsletter to Directors. LP confirmed it is shared with LCB Governors on a termly basis. LP to share with Directors.

Directors KPI document. Self-review document is based on the KPIs and that provides the link and contains the KPIs.

Role of Link Director to be shared with schools. AH confirmed it has been shared with schools.

Lead Director and Clerk to the Board needs to be updated. ZB confirmed it has been left in as it shows the journey, recognise the Chair and Clerk, new TIP document will contain those updates. Going forward will use the role and not initials.

The Board approved the Governance TIP Action Plan

HB highlighted that Catholic Life should be at the top as Christ in the centre and all comes from there.

The Board approved the document.

**The Board meeting paused at 1.10pm.  
The Board meeting resumed at 1.34pm.**

**AC left the meeting due to a prior engagement.**

**9. Safeguarding**

KB provided an update Safeguarding.

The Diocesan Safeguarding Officer was not aware of an allegation regarding a member of staff. All DSLs and HTs are now aware the LADO needs to make contact with the Diocesan SG Officer.

KB and LP have met with Robert Brown, Diocesan SG Officer, identifying areas where we can share information and are drawing up a data sharing agreement. He has a Police and GDPR background.

NJ confirmed he is a member of the Safeguarding Committee at the Diocese.

Teacher 1 from School 3 update. No longer a member of staff but continuing to work with LADO and the Police. Looks as if it will be referred to the CPS. Need to be aware of previous allegations, prior to CAST, the school investigated of which some were admitted to by the staff member. Potential for further allegations once made public, no current risk to pupils but reputational damage. Suspended from March 2022.

Q. Police investigations can generate information about time as employed with CAST. Further names have been given as potential witness, including a current member of staff.

Further allegation in March 2023 but investigation concluded couldn't happen. LADO involved along with Police and Social Services. No further action is being taken. The school didn't handle the allegation correctly so that is being followed up. KB and the HR Team are to be notified regarding any allegation about a staff member. HT had informed the SIO but that was not passed to KB. Member of staff has been referred to the Employee Wellbeing Support Program.

Q. What is the outcome for the pupil? Child has exceptional SEND additional needs, management of the parent to be considered, should the parent approach the staff member could result in a ban from the school site. Parent was acting in the best interest of the child but if comes vexatious will be considered differently. The child is being supported by the school in education and welfare implications.

Q. Hard on staff. Supporting the staff member but children need to feel safe to report concerns.

Pupil with known allergies consumed food containing nuts during a food tasting session. Child ended up in hospital but is now home. Investigation has been carried out and followed up with the school. The findings will be shared with the Trust.

Assault victim has returned to school and is being supported. The child is having difficulties which have resulted in a deterioration in behaviour, but the school is working with the child. The perpetrator is in an alternative provision and the investigator is stating it is unlikely that it would go forward for prosecution. This decision would have an effect on reputational damage.

Falmouth – gaps in SCR, lack of Safer Recruitment training, historical complaint regarding SG in Autumn 2022 which was investigated by the LA on Ofsted's behalf and has been officially closed.

DSL Briefing included two Child SG Practice Reviews, Ofsted guidance, Alternative Provision including a new checklist, and an Intimate Care Policy.

Summer term – revisit Intimate Care Policy, changes to KCSiE 2023, SG Policy changes, two more CSPRs and learning from instances in the Trust and inspections.

**10. RE and Catholic Life**

10.1 HB gave her presentation to explain the changes from the S48 inspection and confirmed the last two inspections are due to be carried out.  
Q. How many schools have the sacrament in their schools? Potentially 1 or 2.

Q. Want HTs to think about the blessed sacrament in schools, waiting for the Bishop approval, tabernacle in the school like the one in your church.  
Q. Will these criteria be included in the end of year Governors’ self-review?  
Needs to be included and overlaps. HB and AH to work together.

SA asked for a copy of the Religious Education Directory.

NJ awaiting a decision on digital Ordo, great for the children to have and to support the planning for CW.

HB to share slides, the Directory, and the new Inspection Framework.

HB to share her slides, Religious Education Directory and New Inspection Framework

**11. Education and Standards**

11.1 Three key issues – ND, SEND children in suspension data, and schools projecting below national data.

Directors expressed concern around leadership and the balance required when making decisions.

Principles of Teaching, Developmental Drop Ins, Coaching.

Suspension data – SEND pupils, behaviour, lack of resource from LAs.

**12. Finance and Resources**

**12.1 Update from Chair**

Management Accounts reviewed.  
Revenue ahead of plan but due to income phasing.  
Budget forecast with school level investigation focusses on swings.  
Too early to review Budget Assumptions, review in March meeting.

**12.2 Management Accounts to January 2023**

Reviewed by the Committee - information is within the Board papers.

**12.3 Mid-year Budget Review**

Reviewed by the Committee - information is within the Board papers.

**13. Audit and Risk**

**13.1 Update from Chair**

Risk Register. Supply chain picked up. Agreed to three new dates.

Insurance. RCF provided an update to the Board on the Insurance Policy and working with Gallagher, insurance brokers. Two surveyors to all school

sites to review insurance updates, surveyors not happy to be insuring where solar panels are installed on flat roofs. Renewal from 1<sup>st</sup> April 2023. 24 insurers have been approached and only 1 willing to insure. Gallagher have suggested the ESFA service, additional claims support with Gallagher. Meetings planned for next week. Zurich have agreed to roll existing policies month by month if required.

Internal Audit – expected a termly meeting but meeting last week. H&S favourably reported, no RIDDOR reports, GDPR audit and actions are being pursued, Business Continuity Plan is in place.

13.2 **SRMSAT**

Annual return to ESFA, 15<sup>th</sup> March deadline, RCF and KMB prepared the checklist which was approved by A&R and submitted to F&R prior to this meeting. Q21b. Answered 'In Part'. Regarding a Trust Estates Strategy Plan.

Q. Answers fixed – Y, N, In Part? Yes, but with the option to add text.

13.3 **November 2021 Articles to be checked for accuracy**

Regarding the Risk Register. A residual query relating to the Articles of November 2021, the Board was going to confirm the Articles were accurate.

RCF asked for clarification the Articles are accurate. A query regarding the gender used but Articles were approved. The Board confirmed.

November 2021 Articles confirmed as accurate

14. **Governance and Management**

14.1 **Link Reports**

Q Link Director reports. Over the last 3 board meetings there have been just 9 visit reports published. This should be at least 34! Is this part of our governance just not taking place? In self-reviews, five Directors confirmed they had not met their Link Director responsibilities. This is a directive for Directors to form links with their schools. Important to make a termly contact with schools.

Q. New Director training and important to have that training prior to meeting.

AH, RO and ZB to meet to finalise links and advise Directors.

AH, RO and ZB to finalise link schools

Directors discussed the difficulties faced with trying to arrange meetings to link with HTs and Chairs.

First meeting – HT and Chair in school, Meetings two and three – Meet with the Chair via Zoom. Link Director focus is governance. Changes last year and it is very clear, essential that the meeting takes place with the Chair of Governors.

14.2 **Lead Reports**

SG, SEND, Statutory Grants and Governance reports are included in the pack. Guidance for small schools and process for removing a Governor are included.

Lead Directors to provide an update on

	<p>Q. Statutory Grants report, the PP children are the reason why the schools were set up. The report contains statistics and should focus on as a core purpose of the Trust.</p> <p>Should expect Lead Directors to share an update on their reports.</p>	<p>their reports at Board meetings</p>
14.3	<p><b>Governance Lead Updates</b> As above.</p>	
14.4	<p><b>Director Review Returns</b> Forms the basis of future training, other issues, new Directors settling in, need to discuss further how those returns are reviewed. Looked at the responses and included in the TIP review.</p>	
14.5	<p><b>Lead Director Protocol Review</b> Included the Data Protection (GDPR) Lead Director included. Need to decide if we align the Lead Directors to Lead Governors.</p> <p>Board level needs to reflect school level. The Board approved the review of the document for the next meeting.</p> <p>Q. H&amp;S Lead Governor? Yes.</p> <p>Q. Check version control on the document.</p>	<p>Lead Director Protocol to be reviewed for the next meeting</p> <p>LP to check version control</p>
14.6	<p><b>Data Protection Lead Director ToR</b> Has been reviewed previously. Name to be GDPR Lead Director instead of Data Protection? Agreed.</p> <p>Lead Director is not personally responsible.</p> <p>The Board approved the ToR.</p>	<p>The Board approved the GDPR Lead Director ToR</p>
14.7	<p><b>Appoint Data Protection Lead Director</b> GB was appointed as the GDPR Lead Director. The Board thanked GB for volunteering for this role.</p>	<p>GB to be the GDPR Lead Director</p>
14.8	<p><b>Trust Governance Operating Plan</b> New document, to capture the evolving work, and a greater strength of governance on the Board. Internal document to determine the responsibilities. AH agreed it was helpful to know these details.</p>	
15.	<p><b>Policy Review</b></p>	
15.1	<p><b>Relationship and Sex Education Policy</b> Dated 2020, the Diocese have confirmed the next update is September 2023, the policy has not changed. Propose to approve the 2020 version until September 2023 and then review in September 2023.</p> <p>The Board approved.</p> <p>Q. Diocese RSE policy. Have all our schools established a RSE working group? Schools did at the launch of the Policy and will ensure this is in place for the review in September 2023.</p>	<p>The Board approved the RSE Policy to September 2023</p>

Q. Parents weren't included. The stakeholder view included parents at the launch of the Policy but not an ongoing working party, a DfE requirement at the time.

RSE Working Group reference to be amended in the RSE Policy. KB to review, HB to approve.

Q. A one-off, not compliant with the Policy. Take this section out, reword in the new Policy and consult with parents, and confirm with the Diocese.

ALN confirmed a joint approach at the launch of the policy.

HB confirmed she would be happy for it to be removed but would like to review first. Curriculum is taught through Ten Ten and Life to the Full program of study. KB will review the policy, subject to HB approval.

Q. Formally noting we don't run RSE working groups.

## 15.2 **Draft Intimate Care Policy**

KB provided the background to this policy and how it is more than nappy changing for pre-school.

Looked at national policies, CAST school level policies, Bowel and Bladder UK model policy. This has been discussed at the DSL briefings, need to have a Board decision.

Page 3 "at least two members of staff present" Some schools were happy with this; some were unable and would need to carry it out in public areas. Practically managing it in schools and the safest and best option for the children. Suggestion of more than one person present, if not safety checks and mitigations in place.

Q. Does a supply count as it states school staff? Risk is heightened with supply staff.

Q. Are teachers employed by school or Trust? The Trust is the employer.

Q. Individual Health Care Plan, named staff?

Trying to cover all eventualities – accidents, those not toilet-trained, high-end need.

Happy with the Trust Policy which stipulates less than two.

Q. Consider the SG implications as discussed earlier.

The Board discussed examples of how a child with a Care Plan would differ. Desirable it is two adults, should it be one must be recorded and named.

Schools are stretched, staffing is an issue, had to have different consent forms for those who are not potty trained or those who have a medical need. Have to trust our staff to do this.

Remove ambiguity to state removing two adults unless a Health Care Plan states otherwise.

**HB left the meeting at 3.10pm.**

The Board considered the Draft Intimate Care Plan, KB to review wording

In loco parentis, do the best for our children. Risk assessment in place, consent has been given.

and bring to May Board meeting

The Board approved this approach. KB will review the wording and bring back to the Board in May 2023.

15.3 **Admissions Policy 2024/25**

RCF confirmed the 2024/25 Admissions Policies have been determined, outlining the timescales. Approval was given by Directors at each Committee meeting.

Admissions Policy 24/25 approved via Committee meetings

**RO thanked LF for attending the Board meeting.**

**Meeting closed at 3.13pm**

**Future Board Meeting Dates**

All meetings to commence at 10.30am at The CAST Offices, Plymouth.

Friday	19 <sup>th</sup> May 2023	10.30am
Friday	21 <sup>st</sup> July 2023	10.30am